

**INJURY/ACCIDENT REPORTING PROCEDURE**  
**Players & Coaches**  
**REGION 85**

**Note: Coach/Asst. Coach must have the Player Registration forms at all scheduled practices and games. It is suggested that the coach copy a set of these forms for the Asst. Coach. Saddleback and Mission hospitals have verified that they will accept a copy of the Player Registration form, with an original parent's signature, in case the player needs treatment as a result of an injury/accident and the original Player Registration form is not available.**

Coaches need to be safety conscious and take pro-active corrective measures as needed to include the cancellation of an activity if unsafe conditions cannot be corrected. In these instances, the coach should also notify their Division Commissioner, the Regional Commissioner and the Regional Safety Director.

1. In the case of injury or accident, the coach should limit their activity to basic first aid procedures. If additional medical attention is required, paramedics should be summoned by calling 911.
2. The coach should report the injury/accident within 24 hours to the Regional Safety Director at 855-0904 or by email to [safety@ayso85.org](mailto:safety@ayso85.org). The coach should also notify their Division Commissioner.
3. In case of an injury/accident, the coach should complete the **INCIDENT REPORT** form **within 24 hours** and send it to the Region 85 Safety Director as follows:

Barbara McCullough – Safety Director  
24162 Angela St  
Lake Forest, CA 92630

OR

Fax to (949) 461-7459

4. Upon receipt of the **INCIDENT REPORT** form, the Regional Safety Director will provide the family with the appropriate information to initiate a Soccer Accident Insurance (SAI) claim. The Regional Safety Director will assist in verifying the player eligibility for coverage. It is the responsibility of the family (in the case of a player who has not reached majority age) or of the adult involved to follow the procedures of the carrier providing SAI coverage. A **PARTICIPATION RELEASE** form will also be provided.
5. In order for the injured party to be eligible to return to practice(s)/game(s), the player's parent or injured adult as well as their physician **must** complete the **PARTICIPATION RELEASE** form (if the injury/accident required medical attention) and return it to the Regional Safety Director as indicated above. Upon receipt and acceptance by the Regional Safety Director, the appropriate Division Commissioner will be notified.

Copies of the **INCIDENT REPORT** form and the **PARTICIPATION RELEASE** form are attached. Please use as needed and contact me if additional forms are required.